

# TOWN OF HERNDON

*Enriching the Quality of Life and Promoting a Sense of Community*



## TALENT BANK APPLICATION

**BOARDS AND COMMISSIONS:** There are a number of Boards and Commissions to which the Mayor and Town Council appoint members. From time to time, the Town Manager appoints members of other committees, such as the Cemetery Advisory Committee. (See reverse side for descriptions and requirements.)

Please select the board, commission, and/or committee that you wish to be considered for appointment to:

<input type="checkbox"/>	Planning Commission	<input type="checkbox"/>	Architectural Review Board/ Heritage Preservation Review Board	<input type="checkbox"/>	Heritage Preservation Review Board Only
<input type="checkbox"/>	Board of Zoning Appeals	<input type="checkbox"/>	Town of Herndon School Board	<input type="checkbox"/>	Cemetery Advisory Committee
<input type="checkbox"/>	Building Board of Appeals	<input type="checkbox"/>	Ad Hoc Committees	<input type="checkbox"/>	Herndon Foundation Board of Directors for the Cultural Arts

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROFESSIONAL BACKGROUND \_\_\_\_\_

COMMUNITY ACTIVITIES \_\_\_\_\_

SPECIAL QUALIFICATIONS \_\_\_\_\_

IS YOUR RESIDENCE LOCATED WITHIN THE TOWN'S CORPORATE LIMITS? YES \_\_\_\_\_ NO \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Appointment of the most interested and best-qualified persons is the goal. To make your interests and talents known, **each applicant is requested to ATTACH A RESUME** outlining interests, involvement in community activities, and education and/or expertise.

FOR ADDITIONAL INFORMATION: Call the Town Clerk at 703-435-6804.

### RETURN APPLICATION TO:

Office of the Town Clerk  
Post Office Box 427  
Herndon, Virginia 20172-0427  
Fax: 703-787-7325

Thank you for submitting an application for the Town of Herndon Talent Bank. This application will remain on file for one year at which time you may either contact the Town Clerk to express your continuing interest or submit an updated application. It is the spirit of volunteerism that makes Herndon such a special community and your interest is genuinely appreciated.

**Planning Commission** – The Planning Commission makes recommendations to the Town Council on issues affecting the Comprehensive Plan, rezoning of property, use permits for special uses in specific zoning areas, variances from the zoning ordinances, site plans for new or revised construction, and architectural appearance. Newly appointed members will be offered training and certification by the Citizens Planning Education Association of Virginia or similar certification, which is to be completed within two years of appointment. A full term is four years. Members receive \$175 per month. There is a minimum of one regular meeting and one work session each month. Members must be Town residents.

**Architectural Review Board (ARB)** – The ARB has jurisdiction over all structures except for detached single-family homes and for the Heritage Districts. Regulates signage; ensures conformity of all buildings and landscaping in designated architectural control districts, in regard to external characteristics of material, texture, color, lighting, dimensions, line and mass, and architectural durability. The ARB is a five-member Board. A full term is three years. At least one member of the Board shall be an architect registered in Virginia and at least one member shall be a member of the Virginia State Bar. All members shall be residents of the Town, except the architect member, who may or may not be a resident of the Town. In the event that the architect member is not a resident of the Town, the appointment shall be for a term of one year. Members of the ARB also serve as members of the HPRB. There is one meeting per month plus work sessions as called. Members receive \$100 per month.

**Heritage Preservation Review Board (HPRB)** – The HPRB has jurisdiction in the Heritage Districts. Regulates signage; reviews all applications for the erection, reconstruction, alteration, restoration, razing, demolition or relocation of buildings or structures and the exterior appearance of structures; and recommends heritage preservation standards and procedures. The HPRB is a seven-member Board. A full term is three years. Members include all five members of the ARB plus (1) a Historian member with demonstrated knowledge in historic preservation, and (2) an Architect or Architectural Historian who meets professional qualifications that qualify the member as an expert in the area of historic preservation, who may or may not be a resident of the Town. There is one meeting per month plus work sessions as called. HPRB members who do not serve on the ARB receive \$100 per month.

**Board of Zoning Appeals (BZA)** – The BZA hears and decides in specific cases variances from the terms of the zoning ordinance. Members must be Town residents and qualified voters. A full term is five years. Members receive \$50 per month. There is one meeting per month.

**Town of Herndon School Board** – The Town of Herndon School Board is authorized to take and receive sums of money by gift, bequest or otherwise, to be kept invested and the income therefrom used to assist persons in obtaining education or for the educational purposes for which said donation, gift or bequest shall have been made. Members must be Town residents. Members do not receive compensation.

**Building Board of Appeals** – The Building Board of Appeals is a board established under the Virginia Uniformed Statewide Building Code (USBC). Members shall be selected by the locality on the basis of their ability to render fair and competent decisions regarding application of the USBC and shall to the extent possible, represent different occupational or professional fields relating to the construction industry. The board shall consist of at least five members appointed by the locality for a specific term of office. In order to provide continuity, the terms of the members may be of a different length so that less than half will expire in any one-year period. Alternate members may be appointed to serve in the absence of any regular members and as such shall have the full power and authority of the regular members. At least one member should be an experienced builder and one member a licensed architect or professional engineer and one member an experienced property manager. The board meets only upon an appeal of a decision by the Building Inspector. Members do not receive compensation. A term is five years.

**Cemetery Advisory Committee** – The Cemetery Advisory Committee is a committee established to support the transition of the cemetery to the Town and to guide the cemetery in its future development and operations. Individuals are appointed by the Town Manager to provide citizen input into the operation. Members do not receive compensation.

**Herndon Foundation Board of Directors for the Cultural Arts** – The Town holds six positions on the newly-formed Herndon Foundation for the Cultural Arts. The Foundation will work on fundraising efforts and provide overall guidance to the Town on a community cultural arts center.

**Ad Hoc Committees** – Ad hoc committees are formed as occasions arise. Examples include: Town representation on the Fairfax County Athletic Council, Community Development Block Grant Task Force, and Project Selection Committee. Members do not receive compensation.